



Educational Kinesiology Foundation

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AFFILIATE INFORMATION & APPLICATION

The Educational Kinesiology Foundation (EKF), located in the United States, invites organizations from other countries, which support Educational Kinesiology techniques and philosophy, to become officially affiliated with them.

An organization seeking affiliate status must submit an *Application for Affiliate Status* to the EKF for approval by its Board of Directors. The application is to be signed by the organization's designated leaders. It must be accompanied by necessary documentation that reflects compliance with the eligibility criteria and acceptance of the responsibilities of affiliation.

Definition Of Affiliate

An Educational Kinesiology Foundation Affiliate is an organization whose membership consists of individuals, which may include but is not limited to licensed Brain Gym® Instructor/Consultants, desiring to further the aims and objectives of the Educational Kinesiology Foundation within their region.

Affiliate Eligibility Criteria

- Show proof of financial solvency.
- Set up administration including a contact person as a liaison to EKF's administrative office.
- Set up a local Board of Directors or local equivalent
- Adopt a constitution, by-laws, or other written document, which specifies the applicant's operating and governing procedures.
- Adopt a mission statement, goals and strategies that align with the Educational Kinesiology Foundation
- Abide by the country/area rules and regulations
- Abide by all Edu-K license agreements/contracts, policies, procedures, the Code of Ethics and the principles of the Brain Gym program.
- Agree to accept and protect Educational Kinesiology Foundation's trademarks and copyrights.

- Show that Edu-K courses are sponsored and the needs of the applicant's members are being met.
- An approved affiliate does not discriminate regarding gender, creed, ethnicity, politics, education, or religion.
- Create a database for membership, which includes but is not limited to students and instructor record keeping.

Benefits Of Affiliate Status

- Link to EKF's website.
- Offer Brain Gym® materials for sale.
- Build in a membership fee to fund the organization (e.g. annual fee, manual or certificate fee).
- Use money received to pay for services, such as translating materials into other languages.
- Organize Edu-K conferences and create programs, which support the Edu-K community.
- Operate as profit or non-profit, although non-profit is preferred.

Responsibilities Of All Parties

Affiliate Responsibilities include:

1. Complying with local laws and regulations
2. Creating and maintaining required legal records
3. Forming and agreeing to maintain a local Board of Directors or local equivalent
4. Establishing and maintaining a regional database of students' and licensed instructors' records
5. Collecting royalties from instructors as mandated in the 101 Sublicense
6. Calculating and paying appropriate fees to the Educational Kinesiology Foundation
7. Determining satisfactory completion of core curriculum EXHIBIT B (page 8)
8. Protecting Brain Gym® trademark and image, including but not limited to:
 - a. Stating on all Brain Gym® materials that Brain Gym® is a registered trademark of the Educational Kinesiology Foundation, Ventura, CA, www.braingym.org.
 - b. Noting the trademarked term as BRAIN GYM in all caps making sure that any material using the BRAIN GYM trademark is reviewed for quality, content, alignment with the Foundation's mission statement, and consistency of image and key terminology.
9. Disseminating accurate information about the Educational Kinesiology Foundation's policies and procedures to its members
10. Cooperating with local coexisting affiliates (if any), as well as individually licensed Brain Gym® instructors
11. Gathering and disseminating research, as applicable
12. Translating Foundation publications, as applicable

13. Creating and implementing a course evaluation system, which will be disseminated to the instructors.
14. Educating instructors of their responsibility to delineate Brain Gym® courses, which are on the approved curriculum from those that are not.
15. Reviewing new Courses (if applicable):
 - a. Concept submissions for new Brain Gym® courses must be reviewed and approved per the process developed by the Foundation. The local Affiliate agrees to cooperate with the Foundation when new courses are submitted, and understands that no new courses can be taught without prior written approval. At its discretion, the Foundation may designate an individual or team to act on its behalf in course review matters
 - b. All Brain Gym® related courses for which credit will be given towards licensure and that are intended for use outside the Affiliate's officially licensed region must be submitted to the Foundation Course Review Team (CRT) for approval.
17. Allowing all courses approved by the Foundation to be used as electives towards licensure.
18. Using only the approved materials for any given Brain Gym® course.
19. Reviewing new Products (if applicable): Concept submissions for new Brain Gym® products and publications must be reviewed and approved per the process developed by the Foundation. The local Affiliate agrees to cooperate with the Foundation when new products and publications are submitted, and understands that no new products or publications can be sold without prior written approval. At its discretion, the Foundation may designate an individual or team to act on its behalf in product or publication review matters.
20. Making distinctions between official Brain Gym® course materials and any other works being utilized by members of the Affiliate in teaching a particular course. All uses of official Brain Gym® Course Materials shall be in conformance with the guidelines, standards and criteria set forth in the Foundation Style Guide.

International Faculty Responsibilities

- May mentor the region in which the organization will be operating.
- Supervise curriculum.
- Oversee sublicensure and licensure renewal of local Brain Gym® Instructors in concert with the Affiliate's administrative team.
- Accurately represent policies of EKF in the affiliate region.
- Develop and train new faculty

Educational Kinesiology Foundation Responsibilities

- Send out application packet.
- Assign a mentor who will assist the applying organization throughout the process of becoming an EKF affiliate
- Maintain appropriate documentation and filing at EKF's administrative office.

- Allow the affiliate to link to the website.
- Provide a liaison with whom the affiliate can communicate.
- Provide guidelines and training for Course and Product Approval Process as applicable.

APPLICATION FOR AFFILIATE STATUS

Applicant Contact Information

Name of Organization:

Contact Person:

Address:

Country

Phone Number:

Email:

website:

Affiliate Mentor Choices: An Affiliate Mentor is assigned by the Educational Kinesiology Foundation, and acts as an official representative on EKF's behalf. The mentor is not necessarily faculty. This liaison to the office assists the affiliate applicant through the process helping determine whether there is enough interest, ability to handle the data, financial stability, etc. The mentor is impartial and uninvolved politically; therefore the mentor cannot serve on the applicant's board initially. The mentor may not have a conflict of interest in the application process.

Choice #1:

Choice #2

Board of Directors

List the applicant's elected officers & board members including terms of office and email addresses. (Add more if needed)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- 9.
- 10.

Instructors and Curriculum Information

Answer the following questions on a separate piece of paper and submit with completed application:

1. Are licensed Brain Gym instructors represented as part of the elected or designated leaders and contact persons of the proposed Affiliate?
2. How many Brain Gym instructors does your organization / network currently serve?
3. List the specific curriculum your instructors have been following.
4. Have your instructors been paying their annual fees to the Educational Kinesiology Foundation? If not, please explain:
5. Have your instructors been signing our Instructor Sublicense? If so, what Foundation representative has been signing? If not, please explain:
6. Have you read the Foundation's Affiliate Policy? If so, are you prepared to abide by it upon Foundation approval?
7. Have you read the Foundation's Affiliate Sublicense so that your organization understands the legal agreement that it is expected to make if approved?
8. Is the applicant a non-profit or for-profit?
9. For-Profit Organizations only:
 - a. Who owns the company?
 - b. In what ways does the company's policies address conflict of interest issues?
 - c. What policies or procedures are in place to ensure that the company is meeting the needs of local Brain Gym Instructors?

Enclosure checklist:

- An adopted constitution, by-laws, or written documents, which specify the mission, goals, activities, and operating policies of said organization.
- Proof of financial solvency (bank statement, tax statement)
- Proof of legal business
- \$500 NON-REFUNDABLE application fee payable to Educational Kinesiology Foundation
- If submitting a non-English application, **include** a certified copy of the application documents translated into English

Submitted by: _____ Date: _____

Please email completed application & enclosures to info@braingym.org,